

Most Urgent

No. 403-02/2011-STG-III  
Government of India  
Department of Telecom  
Sanchar Bhawan, 20, Ashoka Road, New Delhi - 1  
(STG-III Section)

Dated September 26, 2011

OFFICE MEMORANDUM

**Subject:** Calling of option for permanent absorption of Group 'A' officers of ITS/TTS/TFS in MTNL/BSNL.

A copy of O.M. No. 11013/31/2008-Absorption Cell (ITS/TTS/TFS) dated 22/09/2011 alongwith its enclosures, issued by Absorption Cell, DoT is enclosed.

2. Four copies of the option form numbered 1 to 4 with one set of general terms and conditions are enclosed. A copy of the same may be furnished to each Group 'A' officers of ITS/TTS/TFS of DoT working under your control, under acknowledgement, intimating him that the last date for receipt of option form in Estt. Section is 28.10.2011 and no option shall be entertained thereafter. The option once exercised shall be final and will not be allowed to be withdrawn by the concerned officer at a later stage. Officers not exercising any option as prescribed will be deemed to have opted for Government service. No conditional option shall be accepted and any such offer shall be treated as if the officer has not exercised option for absorption in MTNL/BSNL. The option form is only for those Group 'A' officers of ITS/TTS/TFS who are eligible to opt for it.
3. Similar action shall also be taken in respect of the officers retired from DoT Hqrs. after 1.10.2000. They shall send the option form directly to US (SNG) so as to reach before the last date.
4. The Option Form as well as the Terms and Conditions of absorption have been put on the website of DoT at [url:www.dot.gov.in](http://www.dot.gov.in). This posting will be considered adequate for the purpose of notice. An officer, not having received a copy of his option form, through his controlling unit can also exercise his option to the respective unit within the stipulated date i.e. 28.10.2011.
5. It is, therefore, requested that all officers be served upon a set of documents indicated in Para 3 above with the direction to submit their option, if any, well in advance so as to reach this office by 28.10.2011. The option form of officers working in DoT Hqrs. and retired from DoT HQ after 1.10.2000 will be acknowledged by US

*[Handwritten Signature]*

**No.A-11013/31/2008-Absorption Cell (ITS/TTS/TFS)**  
Ministry of Communications & Information Technology  
Department of Telecommunications  
Sanchar Bhawan, 20, Ashoka Road,  
New Delhi-110001

September 22, 2011

**Subject: Calling of Option for Absorption of Group 'A' officers of Indian Telecom Service (ITS)/Telegraph Traffic Service (TTS)/Telecom Factories Service (TFS) in MTNL/BSNL.**

1. Please find enclosed, a copy of option form (**Annexure-I**), form showing the service particulars of optees (**Annexure-II**) along with the general terms and conditions (**Annexure-III**) for exercising option for absorption in MTNL/BSNL by Group 'A' officers of Indian Telecom Service, Telegraph Traffic Service and Telecom Factories Service (hereinafter called ITS, TTS and TFS respectively).

2. This option for absorption in MTNL/BSNL is being called from the following officers of ITS, TTS and TFS:-

2.1 All serving Group 'A' ITS/TTS/TFS officers on the regular establishment who were transferred to MTNL/BSNL on deemed deputation basis as well as from those working in DoT and those on deputation with organizations other than BSNL and MTNL and who were on the rolls of DOT/DTS/DTO as on 30.9.2000.

2.2 All officers who have retired since 1.10.2000

3 The effective date of absorption will be 1.10.2000.

4. Officers working/retired in MTNL/BSNL shall give their options through their concerned Circle/Unit head. The Circle/Unit head will consolidate and forward such options received in the Circle/Unit to the Corporate Office in MTNL/BSNL. The Corporate Offices of MTNL/BSNL shall send the consolidated options to the Establishment Division of DoT under Member (Services). Officers who are working/retired in DoT or those who are on deputation (excluding MTNL/BSNL) shall give their options directly to Establishment Division, DoT.

5. The schedule for seeking and giving options is as follows:

5.1 Issue of letter on 22.09.2011 calling for option by DoT headquarters to the Corporate Offices of MTNL & BSNL and the Establishment Division of DoT.

5.2 Receipt of letter on 23.9.2011 in Corporate offices of MTNL & BSNL and the Establishment Division of DoT.

**A. Schedule for Officers Working/Retired from BSNL/MTNL:-**

5.3 Dispatch of Letter by the Corporate Offices to the Circle/Units of MTNL & BSNL – by 28.09.2011.

forward the list of optees with their option and the number of available posts in the cadre/grade to the Corporate Office of MTNL/BSNL along with the copies of the option form duly acknowledged by the concerned officer. In case of the officer on deputation to the borrowing organization other than MTNL/BSNL, that organization will do likewise and send consolidated information to the Establishment Division in DoT.

8. All the four copies of the option form will be got filled from each officer and dealt with as follows:

8.1 1<sup>st</sup> copy to be acknowledged by an officer not below the grade equivalent of Sr. Time Scale (CDA) as designated by CGM/Unit Head, as the case may be and returned to the optee.

8.2 2<sup>nd</sup> copy to go to the service book of the concerned officer.

8.3 3<sup>rd</sup> and 4<sup>th</sup> copies to be sent to Corporate Office of MTNL/BSNL. The Corporate Office shall retain the 3<sup>rd</sup> copy for their record and forward the 4<sup>th</sup> copy to the Establishment Division in DOT Headquarters

8.4 For ITS/TTS/TFS officers in DoT: Acknowledgement will be issued by Establishment Division. Rest as above, mutatis mutandis.

8.5 For ITS/TTS/TFS Officers on deputation to borrowing organization (other than MTNL/BSNL): Acknowledgement will be issued by the concerned department of the borrowing organization. Rest as above, mutatis mutandis.

9. The option once exercised shall be final and will not be allowed to be withdrawn by the concerned officer at a later stage.

10. Officers not exercising any option as prescribed will be deemed to have opted for Government service. No conditional option shall be accepted and any such offer shall be treated as if the officer has not exercised option for absorption in MTNL/BSNL.

11. The Corporate Office of MTNL/BSNL would intimate the list of officers against whom disciplinary/vigilance cases are pending along with details thereof. Similarly the Establishment Division in DOT will obtain the details from Sr. DDG (Vigilance).

12. DoT will consider the option exercised by Group 'A' officers along with the availability of posts in MTNL/BSNL and the personnel requirement of these organizations and make final allocation of officers to MTNL/BSNL or retention in DOT depending on the organizational needs and public interest. The decision of DOT in this regard shall be final and binding on the officer. MTNL/BSNL would absorb optees as would be allocated by DOT.

13. The "General Terms and Conditions for absorption of Group 'A' officers in MTNL/BSNL" are enclosed with the Option Form and will form part of it.

14. The IDA pay scales in MTNL/BSNL would be fixed as contained in the "General Terms and Conditions for absorption of Group 'A' officers in MTNL/BSNL" as mentioned in para 13 above and enclosed with the Option Form to be filled in by the officer concerned.

Annexure-I

To

OPTION FORM  
COPY NO.1

The Secretary to the Govt. of India  
 Ministry of Communications & Information Technology  
 Department of Telecommunications  
 Sanchar Bhawan, 20 Ashoka Road,  
 New Delhi-110001

(THROUGH PROPER CHANNEL)

**Sub: Option Form for absorption in MTNL/BSNL/retention Government status for Group 'A' Officers**

Ref: DOT's letter No.A-11013/31/2008-Absorption Cell (ITS/TTS/TFS) dated 22<sup>nd</sup> September, 2011

(For ITS/TTS/TFS Group A Officers)

Sir,

With reference to the above letter I am to state that: -

- 1 I have carefully gone through the terms and conditions of permanent absorption in the regular services of MTNL/BSNL, have understood them and accept the same.
- 2 My particulars given in the attached pro forma are correct to the best of my knowledge.
- 3 I hereby opt for permanent absorption in MTNL/BSNL in the following orders of preferences: -

- A i) -----  
 ii) -----

OR

- B I want to continue in Government Service.

Date.....

Yours faithfully

Signature.....  
 Name & Designation.....  
 Staff No (Put 'X', if NA).....  
 Present Office/Deptt.....  
 Circle/Unit/Division.....

Contd.....

Annexure-I

OPTION FORM  
COPY NO.2

To

The Secretary to the Govt. of India  
 Ministry of Communications & Information Technology  
 Department of Telecommunications  
 Sanchar Bhawan, 20 Ashoka Road,  
 New Delhi-110001

(THROUGH PROPER CHANNEL)

**Sub: Option Form for absorption in MTNL/BSNL/retention Government status for Group 'A' Officers**

**Ref: DOT's letter No.A-11013/31/2008-Absorption Cell (ITS/TTS/TFS) dated 22<sup>nd</sup> September, 2011**

(For ITS/TTS/TFS Group A Officers)

Sir,

With reference to the above letter I am to state that: -

1. I have carefully gone through the terms and conditions of permanent absorption in the regular services of MTNL/BSNL, have understood them and accept the same.

2. My particulars given in the attached pro forma are correct to the best of my knowledge.

3. I hereby opt for permanent absorption in MTNL/BSNL in the following orders of preferences: -

A i) .....

ii) .....

OR

B I want to continue in Government Service.

Date.....

Yours faithfully

Signature.....  
 Name & Designation.....  
 Staff No (Put 'X', if NA).....  
 Present Office/Deptt.....  
 Circle/Unit/Division.....

Contd.....

**Annexure-I**  
**OPTION FORM**  
**COPY NO.3**

To

The Secretary to the Govt. of India  
Ministry of Communications & Information Technology  
Department of Telecommunications  
Sanchar Bhawan, 20 Ashoka Road,  
New Delhi-110001

**(THROUGH PROPER CHANNEL)**

**Sub: Option Form for absorption in MTNL/BSNL/retention Government status for Group 'A' Officers**

**Ref: DOT's letter No.A-11013/31/2008-Absorption Cell (ITS/TTS/TFS) dated 22<sup>nd</sup> September, 2011**

(For ITS/TTS/TFS Group A Officers)

Sir,

With reference to the above letter I am to state that: -

1. I have carefully gone through the terms and conditions of permanent absorption in the regular services of MTNL/BSNL, have understood them and accept the same.

2. My particulars given in the attached pro forma are correct to the best of my knowledge.

3. I hereby opt for permanent absorption in MTNL/BSNL in the following orders of preferences: -

A i) .....

ii) .....

OR

B I want to continue in Government Service.

Date.....

Yours faithfully

Signature.....  
Name & Designation.....  
Staff No (Put 'X', if NA).....  
Present Office/Deptt.....  
Circle/Unit/Division.....

Contd.....

**Annexure-I**  
**OPTION FORM**  
**COPY NO.4**

To

The Secretary to the Govt. of India  
Ministry of Communications & Information Technology  
Department of Telecommunications  
Sanchar Bhawan, 20 Ashoka Road,  
New Delhi-110001

**(THROUGH PROPER CHANNEL)**

**Sub: Option Form for absorption in MTNL/BSNL/retention Government status for Group 'A' Officers**

Ref: DOT's letter No.A-11013/31/2008-Absorption Cell (ITS/TTS/TFS) dated 22<sup>nd</sup> September, 2011

(For ITS/TTS/TFS Group A Officers)

Sir,

With reference to the above letter I am to state that: -

1. I have carefully gone through the terms and conditions of permanent absorption in the regular services of MTNL/BSNL, have understood them and accept the same.

2. My particulars given in the attached pro forma are correct to the best of my knowledge.

3. I hereby opt for permanent absorption in MTNL/BSNL in the following orders of preferences: -

A i) .....

ii) .....

OR

B I want to continue in Government Service.

Date.....

Yours faithfully

Signature.....  
Name & Designation.....  
Staff No (Put 'X', if NA).....  
Present Office/Deptt.....  
Circle/Unit/Division.....

Contd.....

Note:

- i) This option form will be filled in quadruplicate
- ii) 1<sup>st</sup> copy to be acknowledged by an officer not below the grade equivalent of Sr. Time Scale (CDA) as designated by CGM/Unit Head, as the case may be and returned to the optee.
- iii) 2<sup>nd</sup> copy to go to the service book of the concerned officer.
- iv) 3<sup>rd</sup> and 4<sup>th</sup> copies to be sent to Corporate Office of MTNL/BSNL. The Corporate Office shall retain the 3<sup>rd</sup> copy for their record and forward the 4<sup>th</sup> copy to the Establishment Division in DOT Headquarters. In the case of deputationists or officers in DOT, the same may follow mutatis mutandis.
- v) Conditional option shall not be accepted.
- vi) If option at 'A' above is indicated, it will be assumed that the officer has opted for absorption.
- vii) If 'A' above is left blank, option as per B above will be assumed.

(TO BE FILLED BY THE CONTROLLING OFFICER)

No.....

Dated.....

The above option form duly completed and signed by the above named officer forwarded for onward transmission to DOT through proper channel for further necessary action. A copy of the form has been returned to the above officer after acknowledgement.

Date.....

Signature.....

Name.....  
 Designation.....  
 Office/Deptt.....  
 Circle/Unit/Division.....

To

Deptt. of Telecom (Through proper channel as prescribed)



**FORM SHOWING THE SERVICE PARTICULAR OF OPTees (From serving as well as  
retired officers)**

(All columns are to be filled up. Wherever not applicable write N/A)

1. NAME IN FULL
2. MALE/FEMALE
3. FATHER'S NAME:
4. STAFF NO:
5. DATE OF BIRTH:
6. DATE OF SUPERANNUATION:
7. EDUCATIONAL QUALIFICATION:
8. DATE OF FIRST APPOINTMENT
9. NAME OF POST/GRADE OF FIRST APPOINTMENT
10. NAME OF POST/GRADE PRESENTLY HELD:

Post      Dt.of promotion

- A) ON ADHOC OR LOCAL OFFICIATING BASIS:
- B) ON REGULAR BASIS (SUBSTANTIVE GRADE)
11. NAME OF POST/GRADE HELD ON 30.9.2000:

- A. ON ADHOC OR LOCAL OFFICIATING BASIS:
- B. ON REGULAR BASIS (SUBSTANTIVE GRADE)

Signature.....  
Name & Designation.....  
Staff No.....  
Present Office.....  
Unit of Posting.....  
Circle/Unit/Division.....

-----  
Countersigned by controlling officer  
Signature.....  
Name .....  
Designation.....  
Date:.....

Verified by AO (Pay)

Certified that particulars given by the officer concerned have been verified from the service book and found correct.

Signature.....  
Name.....

No.A-11013/31/2008-Absorption Cell (ITS/TTS/TFS)  
 Ministry of Communications & Information Technology  
 Department of Telecommunications  
 Sanchar Bhawan, 20 Ashoka Road,  
 New Delhi-110001

**GENERAL TERMS AND CONDITIONS FOR EXERCISING OPTION FOR  
 ABSORPTION IN MTNL/BSNL BY GROUP A OFFICERS**

**Sub: Calling of Option for Absorption of Group 'A' Officers of Indian Telecom Service (ITS), Telegraph Traffic Service (TTS) and Telecom Factories Service (TFS) in MTNL/BSNL.**

**Option of Officers for Absorption in MTNL/BSNL:**

1. The option can be exercised by Group A officers belonging to Indian Telecom Service (ITS), Telegraph Traffic Service (TTS) and Telecom Factories Service (TFS) as were borne on the regular establishment and who were transferred to MTNL/BSNL on deemed deputation basis as well as from those working in DoT and those on deputation with organizations other than BSNL and MTNL and who were on the roles of DoT/DTS/DTO as on 30.9.2000.

1.1 Group A officers of ITS/TTS/TFS appointed after 01.10.2000 are also permitted to exercise their option for absorption in BSNL/MTNL for being considered by Allocation Committee. Absorption in these cases, if approved, will be effective from the date of appointment of the officers in the service.

2. The option once exercised shall be final and will not be allowed to be withdrawn by the concerned officer at a later stage. No officer shall give any conditional option.

3. Absorption of officers facing disciplinary/vigilance cases will be decided by the "Allocation Committee" consisting of Member (Services) as Chairman, Member (Finance) and Additional Secretary (T) as its members. The Establishment Division of the DoT will service the Allocation Committee.

**Allocation/Absorption orders:**

4. DoT will consider the option given by Group 'A' officers along with the availability of posts in MTNL/BSNL and the personnel requirement of these organizations and make final allocation of officers to MTNL or BSNL or retention in DoT depending on the organizational needs and public interest. While ordinarily officers will be absorbed in BSNL/MTNL as per their first choice, it is possible that other considerations such as working strength, seniority, etc., may come into play. The decision of DOT in this regard shall be final and binding on the officer. MTNL/BSNL would absorb optees as would be allocated by DoT.

5. The effective date of absorption will be 1.10.2000 for those appointed prior to 1.10.2000.

6. **Changeover to IDA Pay scale:**

6.6.1 The officers placed in BSNL/MTNL in the pay scale of Rs. 25000-650-30200/- who reach the maximum of their pay scales, will be entitled to stagnation increments.

6.7 The pay of the executives who are officiating in higher grade on or before 01/10/2000 will be fixed in substantive/regular grade as on 1.10.2000. However, where an ad hoc promotion ordered prior to 01.10.2000 is followed by regular promotion without break prior to close of option date, point to point fitment from CDA to IDA scale as on 01.10.2000 shall be allowed in the scale held by the officer on ad hoc basis as on 01.10.2000. This stipulation of point-to-point fitment is only for the purpose of and with reference to fixation of pay in IDA pay scale and the pay fixation will not be construed as bestowing any seniority on this account.

### **Special Allowance**

7. In supersession of the provision of Special Allowance as indicated in the consolidated general terms and conditions for absorption of Group A officers in MTNL/BSNL issued vide letter No.A-11013/1/2005-Admn.II/Abs.Cell dated 4<sup>th</sup> October, 2005, where increase in the emoluments (Pay + DA) of an officer on absorption in BSNL/MTNL in the IDA pay scale on 1.10.2000 is less than 36% over and above the emoluments (Pay + DA) in the CDA pay scale as calculated by the mid-stage, the difference will be paid as "Special Allowance" (SA) per month with effect from 1.10.2000. This will be subject to a ceiling of Rs.6000/- (Rupees Six Thousand) per month and also subject to the 50% ceiling on perks and allowances prescribed by DPE.

7.1 For absorbees exercising option for Government pay scale i.e CDA pay scale till their promotion or retirement, whichever is earlier, the calculation of Special Allowance will be made from the date they switch over to IDA pay scale.

7.2 On promotion from one IDA pay scale to another IDA pay scale, the officer concerned will carry his Special Allowance (originally fixed) subject to the condition that SA together with perquisites and other allowances should not exceed 50% of the IDA emoluments in the promotion post.

7.2.1 Officers shall have an option for encashment of full SA based on the commutation formula as prescribed in CCS (Pension) Rules, 1972 during service or it will be paid on cessation of BSNL/MTNL service. In the event of encashment of SA by serving absorbed officer no future payment of SA will be made. There shall be no link between SA and terminal benefits payable in terms of CCS (Pension) Rules. SA shall not form part of the future pay revision and shall continue as per the above scheme. The aforesaid option for encashment of SA is permitted provided the BSNL and MTNL ensure that the amount of SA, despite its being encashed, is factored in while working out the 50% ceiling on perks and allowances prescribed by DPE in each case.

### **Position Allowance**

8 Advisor grade officers shall be fitted in the highest available IDA scale with an additional monthly 'Position Allowance' of Rs.2500/-. The said allowance along with Special Allowance is, however, subject to the 50% ceiling on perks and allowances as prescribed by DPE. However, Advisor grade officers opting Government pay scale i.e CDA pay scale till their promotion or retirement, whichever is earlier, will not be entitled to Position Allowance till they switch over to IDA pay scale.

Order for absorption, any ad hoc/local officiating arrangement shall be at the discretion of the respective PSU.

**Insurance Scheme**

16. Absorbed officers would be governed by the MTNL/BSNL Insurance Schemes.

**Age of Superannuation**

17. Age of Superannuation shall be regulated in accordance with the Rules applicable to PSUs. Presently the superannuation age in PSUs is 60 years.

**Leave**

18. The officers will be governed by the Government Leave rules till issue of final allocation order and the Earned Leave and Half Pay Leave at their credit shall stand transferred to MTNL/BSNL on the date of absorption as provided for under Sub-rule 24(b) of Rule 37A of the CCS (Pension) Rules.

**Medical Benefits**

19. The medical facilities would be extended by MTNL/BSNL according to the schemes issued by respective PSUs in accordance with the rules applicable to PSUs, after the final allocation/absorption orders are issued.

**GPF**

20. In the cases of officers who opt for pensionary benefits on the basis of combined service under the Government and the PSU, the amount of subscription together with interest thereon at their credit in the GPF account shall be transferred to his/her new Provident Fund Account under MTNL/BSNL as provided for under Sub-rule 24 (a) of Rule 37 A of the CCS (Pension) Rules, as amended from time to time.

20.1 In the cases of officers who opt for pro rata pensionary benefits, the amount of subscription together with interest thereon at their credit in the GPF account shall be transferred to his/her Contributory Provident Fund (CPF) Account under MTNL/BSNL.

**Incidental Matters**

21. Wherever BSNL/MTNL do not have their own service conditions/rules, the existing rules of the govt. shall apply mutatis mutandis till such time BSNL/MTNL frame their own rules.

21.1 Absorbed officers in BSNL/MTNL shall be considered for selection for the post of Members in the Telecom Commission, TRAI, TDSAT and other telecom related bodies; for deputation to the Government/PSUs and for foreign assignments such as ITU, APT, etc. where eligible.

Signature.....

Name of the Officer .....

**Pro forma consolidating the Options for Absorption Received by Circles/Units of MTNL/BSNL**

Name of Circle/Unit:

Grade	No. of Group A officers eligible to exercise option for absorption		No. of officers to whom offer of absorption sent		Options received for						Options not received		Total	
	Working	Retired	Working	Retired	MTNL (1 <sup>st</sup> option)		BSNL (1 <sup>st</sup> option)		Government		Working	Retired	Working	Retired
					Working	Retired	Working	Retired	Working	Retired				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
JTS														
STS														
JAG														
JAG (NFSG)														
SAG														
HAG														
Advisor Grade														

Note I: Officers retiring on 30.09.2011 will be taken as retired.

Note II: Circles/Units will certify the receipt of options and will keep the proof of receipt of option thereof with them.

**Pro forma Consolidating the Options for Absorption Received from Circles/Units of MTNL/BSNL by Corporate Office**

(Separate sheets for JTS, STS, JAG, JAG (NFSG), SAG, HAG & Advisor Grade)

Name of the PSU:

Circle/Unit	No. of Group A officers eligible to exercise option for absorption		No. of officers to whom offer of absorption sent		Options received for						Options not received		Total	
	Working	Retired	Working	Retired	MTNL (1 <sup>st</sup> option)		BSNL (1 <sup>st</sup> option)		Government		Working	Retired	Working	Retired
					Working	Retired	Working	Retired	Working	Retired				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Note 1: Officers retiring on 30.09.2011 will be taken as retired.

**Pro forma Consolidating the Options Received for Absorption by Establishment Division of DoT**

Grade	No. of Group A officers eligible to exercise option for absorption		No. of officers to whom offer of absorption sent		Options received for						Options not received		Total	
	Working	Retired	Working	Retired	MTNL (1 <sup>st</sup> option)		BSNL (1 <sup>st</sup> option)		Government		Working	Retired		
					Working	Retired	Working	Retired	Working	Retired				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
JTS														
STS														
JAG														
JAG (NFSG)														
SAG														
HAG														
Advisor Grade														

Note 1: Officers retiring on 30.09.2011 will be taken as retired